

UNIVERSITY OF HAWAI'I - WEST O'AHU
CREATIVE MEDIA PROGRAM
ACCESS AND PROCEDURE POLICY



I. General Policies and Procedures

1. The purpose of the Creative Media Center, (ph.:689-2863, uhwoacm@hawaii.edu), is to provide equipment for scheduled courses and assigned student projects in the following classes:
 - CM 120: Intro to Digital Video
 - CM 314: Music, Sound & Media
 - CM 390: Creative Media Internship (ACM Project Students)
 - CM 400C: Visual Design for Mobile Applications

The Media Center's equipment can only be operated/used by CM instructors students enrolled in CM production classes for CM assigned class projects. Students checking out equipment for a class production can only use it for that class production and not use it or loan it for any other CM production.

2. Student Creative Media assistants OR CM staff are present to uphold these policies and procedures in addition to helping facility users with equipment and facilities; however, they are not required to work on faculty or student projects.
3. Students borrowing equipment must have read/signed and abide by all Creative Media Center policies and procedures in addition to being familiar with proper equipment use and safety measures. The responsibility will fall on the instructor to ensure that the student is properly trained.
4. The CM Associate Director shall make final decisions regarding any schedule conflicts, equipment use, lab use, hours of operation, etc.
5. Any individual may be denied use of the CM Media Center equipment and/or access to its facilities at any time if any misuse or abuse of any equipment, reservation privileges, equipment use policies, improper conduct or behavior which is hazardous or disturbing to others occurs. Use of Media Center Equipment for other than CM assigned projects will result in failure of the class and monetary restitution.
6. Students wishing to shoot on campus must clear any production with Office of Planning and Campus Operations by completing the On Campus Location Permit and their instructor.
7. In order for students to continue to benefit from using CM equipment students will return the equipment in the same condition as received. If not a fee ranging from the cost of the item will be charged.
8. Student will need to have received the Creative Media Lab Equipment user agreement from their instructor, sign and return to them in order to be eligible to borrow/use the equipment.
9. Instructors are responsible of handing in those forms to the Creative Media Center in the "intake"

box on top the Creative Media Center's desk.

II. Reserving Equipment

1. Only instructors certified students may reserve equipment. Reservations must be made at least 24 hours in advance through email. The CM Media Center staff has the right to refuse service to student(s) if reservations are not made 24 hours in advance. Someone will send an email confirmation when the equipment has been reserved.
2. All reservations will be honored subject to class priority.
3. All reservations are to be made with the assistance of an CM Media Center staff member by email (uhwoacm@hawaii.edu) in advance. Phone reservations will not be taken.
4. Any equipment requiring certification may not be reserved until student has been certified for that specific piece of equipment.
5. Students must present a validated UH student ID when checking out equipment.

III. Check-in and Check-out Times

1. The equipment will be released on a first come first served basis. .
2. Instructors(s)/Student(s) checking out CM Media Center equipment must inspect the equipment together with a Media Center staff member to verify that the equipment is operational and note on the checkout sheet any damage that the equipment has already sustained. The student(s) and the staff member will then sign the checkout sheet for mutual agreement of the condition of the equipment. Should, for any reason, the student(s) take the equipment from the Media Center checkout area without verifying the operation of the equipment, they will be held wholly responsible for any damage and operational defects to the equipment.
3. CHECK-IN – equipment must be returned between 15 minutes before the Creative Media LAB closes (E140), Monday through Friday. Equipment must be returned to an CM Media Center staff.
4. Standard checkouts are for a period of 1 day. If you check out a piece of equipment on Monday afternoon, it must be returned on Monday afternoon, Tuesday checkouts must be returned Tuesday afternoon, etc.

IV. Canceling Reservations

1. No equipment will be held if a student does not pick up the reserved item. There is only a grace period of 15 minutes, on the reserved day. If the equipment is not picked up within that time frame, then it will no longer be reserved.
2. If a student is unable to pick up equipment he/she must contact an CM Media Center staff member no later than 15 minutes prior to the reserved time to cancel the reservation by emailing uhwoacm@hawaii.edu. In the event that the student fails to pick up reserved equipment and/or doesn't cancel the reservation, the student will be penalized one mark.

3. **NEVER LEAVE EQUIPMENT UNATTENDED.** Camera and other video equipment are prime targets for theft.
4. **NEVER USE THE EQUIPMENT IN "RISKY" ENVIRONMENTS.** "Risky" locations are defined as, but not limited to any time of airborne devices or locations including airplanes, helicopters, skateboards, motorcycles, rollerblades, etc. Final determination of "risky" environments shall be at the sole discretion of the CM Director.
5. **ONLY CLEAN THE LENS AND VIEWFINDER THE SUPPLIED CLOTH AND SOLUTION.** There is a high probability of scratching and permanently damaging the lens without the proper cleaning materials.
6. **NEVER AIM THE CAMERA'S VIEWFINDER, LCD SCREEN or LENS DIRECTLY AT A STRONG LIGHT SOURCE or LASER.** This includes the sun, the reflection from the sun off an object, a strong lamp, or other lighting element(s).
7. **NEVER POINT A LASER INTO THE LENS OR POINT THE LENS INTO DIRECT SUNLIGHT!** This will damage the SENSOR CHIP.
8. **NEVER PLACE THE CAMERA NEAR A MAGNETIC FIELD!** The magnetic field will erase your media and damage the camera.
9. **ALWAYS PUT MISC. EQUIPMENT SUCH AS LENS CAPS, STRAPS, ETC. IN THE CAMERA BAG.** It is too easy to lose or forget such items.
10. **NEVER STORE CAMERA IN THE CASE WITH THE BATTERY, and CARDS INSERTED!** Battery will lose its charge and shorten its useable life! The card can become corrupted.

V. Penalties

NO-SHOW PENALTY AND LATE PENALTY

Students will receive a mark each time a reservation is neither utilized nor canceled, and also when equipment is returned late or checked in improperly. Upon receiving two (2) marks that user/student will lose his/her reservation privileges. Upon receiving three (3) marks the user/student will lose his/her Media Center privileges (use of equipment) and/or receive academic reprimand as decided by the supervising Instructor/Faculty.

MISUSE / ABUSE PENALTY

Any individual, at any time, may be denied use of the CM Media Center equipment and/or access to facilities if any misuse or abuse of any equipment, reservation privileges, equipment use policies, improper conduct or behavior which is otherwise hazardous or disturbing to others occurs.

In order for students to continue to benefit from using CM equipment we ask students to return the equipment in the same condition as received.

LIABILITIES

Users/students are liable for lost or damaged equipment. Failure to pay for repair or replacement of lost or damaged equipment in an expeditious manner can result in legal action, failing the class and, in extreme cases, expulsion from class, withholding of degree, transcripts not tendered, and a hold placed on your account that will prevent you from registering until restitution is made.

VI. Equipment for Course Use (CM 120, CM 314, CM 390 and CM 400A)

- Equipment can be picked up 15 minutes prior to your class period beginning. We will place all equipment on a gray cart for easy transportation.
- Equipment NEEDS to be returned to the Equipment cage at the end of every class. (unless otherwise instructed) Please leave the gray cart at the front of the CM desk in 'ulu'ulu. This is to allow the next class to use the equipment, if reserved.
- Please fill out a equipment [request form](#). You will receive a confirmation via from uhwoacm@hawaii.edu to notify you that your request has been processed and approved.
- Video equipment available:
 - (2) GoPro Hero4 Black
 - (2) GoPro Accessories
 - (2) Sony Camera (NEX FS700RH)
 - (2) Panasonic Lumix GH4 kit
 - (3) Manfrotto Tripods
 - Extension Cables
 - XLR Cables
 - (2) Tascam Recorder
 - (1) Sunbounce Super Saver Screen Kit
 - (1) Botero (5 x 7' - Chroma Key G)
 - (1) Imapct (10 x 12' - Chroma Green)
 - (3) Rode NTG3 Sound Kit (with boom pole, shotgun mic, blimp2)
 - (2) Sennheiser Wireless mic set
 - (4) Ikan IB500 3 piece light kit
 - (2) Cine Base
 - (1) Digital Juice Gear (24 x 26" flag kit)
 - (1) Lasolite 13' panoramic background 4M chromake
 - (20) iPods
 - (4) SD cards (for in class use only) - students should be directed to purchase their own.